

PUBLIC WORKS PARKS MAINTENANCE SUPERVISOR

FLSA Status – Exempt
EEO Code – C/Technicians
Class Code – M350

GENERAL DESCRIPTION OF DUTIES

This position supervises park maintenance crews in the Public Works Division and performs advanced, journey-level activities involved in park maintenance, rights of way, and street trees.

SUPERVISION RECEIVED

This position receives direction from the Public Works Superintendent.

SUPERVISION EXERCISED

This position provides full supervision of park maintenance crews in the Public Works Division.

ESSENTIAL JOB FUNCTIONS

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Field supervise assigned staff (regular and seasonal), including planning, organizing, directing, and participating in work activities. Hires, trains, sets performance goals, conducts formal performance evaluations, and disciplines park maintenance staff.
2. Field supervises in-house and contract maintenance activities in conjunction with Division work plans. Oversees and monitors the work performed by crews and provides training, technical assistance, troubleshooting, on-site coaching, and performance feedback as needed.
3. Develops and maintains various maintenance activity records, including but not limited to logs, work orders, maps, and photographs. Maintains computerized records regarding the status of work projects, and prepares reports regarding the status of work activities.
4. Maintains records on pesticide use and submit regulatory reports as required.
5. Oversees the operation and maintenance of irrigation systems and programs to establish and maintain quality turf and shrub areas. Performs design and water conservation calculations.
6. Oversees City's play equipment safety program, maintaining inspection schedules, inspection records, and repair records.
7. Instructs crews regarding the appropriate use of materials, methods, tools, and equipment; and ensures compliance with safety rules and practices. Conducts on site safety meetings to ensure that work zone safety practices are enforced.

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8. Foster and maintain excellent public relations by assuring that public inquiries are answered in a courteous manner and that complaints are responded to promptly.
9. Assist in preparing contracts and bid documents as needed for park maintenance projects; and administers contracts according to specifications.
10. Assist in preparing Division budget. Assist in scoping park maintenance, park improvement, and park development projects. Assist in development and capital project plan review.
11. Prepares reports, memorandums, and correspondence regarding park maintenance programs.
12. Performs preventative inspections and evaluations of sites and equipment to prevent potential problems and ensure the quality of completed park maintenance projects.
13. Performs work in accordance with all federal, state, and City employment and safety laws, rules, and standards.
14. Performs a variety of tasks similar to those performed by the crews. Operate light and medium equipment as necessary.

OTHER JOB FUNCTIONS

1. Responds to emergencies involving collection systems, storm drains, streets, and park maintenance.
2. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
3. Acts in the capacity of the Public Works Superintendent for as assigned for limited absences.
4. Assists other sections of the Public Works Division as well as City-wide support as directed.
5. Participate in and conduct work place accident investigations and review as necessary.
6. Procure through approved purchasing processes necessary operating material, supplies, and contract services.
7. Serves as City representative to various committees.
8. Performs other duties as assigned.

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WORK QUALIFICATIONS

Knowledge:

- Knowledge of the principles and practices of supervision;
- Knowledge of strategies to monitor public works contracts;
- Knowledge of the methods, materials, equipment, procedures and practices used in maintaining City parks, buildings, trees, and rights of way;
- Knowledge of potential hazards and appropriate safety precautions related to assigned work;
- Knowledge of equipment maintenance and repair for parks maintenance program area; and
- Knowledge of federal, State, city laws, ordinances and regulations related to program area

Skills:

- Skill in supervising staff, coordinating the work of other personnel, and evaluating work outcomes for compliance and effectiveness;
- Skill in training staff, providing instructions and direction, coaching, and giving both written and oral performance feedback;
- Skill in the safe operation equipment used in park maintenance;
- Skill in communicating effectively with others, both in writing and orally, and including situations involving angry and frustrated citizens; and
- Skill in contract administration.

Abilities

- Ability to follow established procedures in budget preparation;
- Ability to operate a computer with word processing, spreadsheet, and maintenance management software;
- Ability to read blueprints, maps, and other specifications required for park maintenance related projects;
- Ability to resolve conflicts with members of the public and ensure effective teamwork among the crew;
- Ability to work in confined spaces; and
- Ability to establish and maintain effective working relationships with others.

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EXPERIENCE AND TRAINING REQUIREMENTS

Any combination of experience and training that demonstrates the knowledge, skills, and abilities to perform the essential duties and responsibilities of Public Works Park Maintenance Supervisor is qualifying. A typical way to qualify would include five years of increasingly responsible experience in a public works program with experience as a supervisor or crew leader, and specialized training in park maintenance is required.

SPECIAL REQUIREMENTS

- Oregon Drivers License (Class B Oregon CDL preferred)
- Valid CPR/First Aid card
- Traffic Control certificate within 1 year of appointment
- Oregon Public pesticide Applicator's license in required within 1 year of appointment
- NRPA Playground Safety Inspector Certification is required within 1 year of appointment

PHYSICAL AND MENTAL REQUIREMENTS

This position is required to use problem solving and decision-making, interpersonal skills, teamwork, creativity, customer service, English, training and limited supervision, limited negotiation, discretion, basic math, and independent judgment. The Public Works Park Maintenance Supervisor must be able to push, lift, pull, and carry up to 100 pounds,. Standing, walking stooping, communicating, reaching, feeling, repetitive motions, sitting, bending, kneeling and hearing are required. Duties require the occasional use of hand tools, chain saw, shovels, and operation of light and medium equipment. This position may be required to respond to emergency calls after normal work hours and on weekends and holidays. Reasonable accommodation will be made to otherwise qualified individuals with disabilities who have known limitations.

WORKING CONDITIONS

The work takes place in the shop or office, where the noise level is somewhat higher than a typical office environment, and outdoors at project sites. Outside work includes exposure to all weather conditions and typical hazards associated with public works projects. Must be able to work in confined spaces and use appropriate safety precautions required for working around hazardous materials.

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Approved By _____ **Date** _____
(Department Director)

Adopted By _____ **Date** _____
(City Manager)

Date Established: 10/94
Date Revised: 12/99
Date Revised: 05/01
Date Revised: 2/06